



CRIMINAL INVESTIGATION DIVISION

Directive: 2 – 111

Date of Issue: July 2013 Amends/Cancels: Chapter VIII Sec 4

I. PURPOSE

The purpose of this Directive is to establish duties, responsibilities, and case management guidelines to those detailed to the Department of General Services Maryland Capitol Police's Criminal Investigation Division (CID).

II. POLICY

It is not the purpose of CID to assume responsibility for all investigations or follow-ups. Detachments still have a responsibility to conduct simple follow ups or investigations. Members of CID will be used discriminately to *assist* patrol or assume complicated lengthy investigations.

III. PROCEDURES

1. Role of the Criminal Investigator

- a. The criminal investigator differs from the uniform patrol officer only in the respect that the investigator is not responsible for daily patrol duties. Therefore, all their efforts are directed to investigation. Because of this concentrated effort, their skills in the intricate art of investigation should be highly refined. The criminal investigators, in addition to using their skills in those investigations assigned to them, are considered a valuable aid to the uniformed personnel, supplying guidance and input based on their investigative expertise.
- b. It is not the purpose of the criminal investigator to assume the responsibility for all investigations. The criminal investigator will be used discriminately, either to assist the patrol officer or to assume a complicated lengthy investigation that, by its very nature, would be unduly hampered by routine patrol functions.
- c. Once the investigator assumes the investigation, he becomes responsible for coordinating all facets of the case. The uniform personnel involved still have a responsibility to the investigation; however, all efforts should be coordinated with the investigator. The investigator must draw on all resources to develop the investigation to a successful conclusion.

2. Functions

a. Criminal Investigation

1. Will provide assistance to patrol officers in complex investigations in the form of:
 - a. specialized surveillance equipment and techniques
 - b. electronic surveillance equipment
 - c. intelligence information
 - d. assistance with sophisticated high level crimes, i.e., white collar investigations, drug investigations, auto theft, computer crimes, murder
 - e. multi-jurisdictional investigations
 - f. evidence collection
 - g. crime laboratory liaison

b. Criminal Intelligence

1. Collects, analyzes, and coordinates the acquisition and dissemination of criminal intelligence information.
2. Coordinates the most effective use of intelligence information to ensure its utility related to criminal investigations, and areas identified as appropriate by the Chief of Police.
3. Develops and coordinates the most appropriate use of resources related to, but not limited to, auto theft, gang violence, terrorism, violent crimes

c. Internal Affairs

1. Ensures thorough and objective investigations of allegations and complaints of misconduct against DGS-MCP employees in order to defend the lawful and proper conduct of personnel or take appropriate disciplinary action for improprieties.
 - a. Additional functions and responsibilities will include the following:
 1. Maintaining all records pertaining to allegations of misconduct, with the exception of those in an individual's personnel file.
 2. Processing all complaints or allegations of misconduct against DGS-MCP personnel, and determining the proper level of command at which an investigation is to be conducted.
 3. Conducting investigations pertaining to allegations of criminality and violations of civil rights, including allegations of brutality.
 4. Conducting follow-up monitoring of internal investigations to assure the integrity of each investigation.

5. Reviewing each completed internal investigation for thoroughness.
6. Presenting necessary briefings for personnel carrying out internal investigation functions within various commands.

d. Legislative Security

1. Provides limited protective assistance for the Senate and the House of Delegates.
2. Provides Security for the General Assembly while in session.

3. Case Management

Caseload Ledger (MCP-Form 84)

1. A Caseload Ledger will be maintained for each police employee whose primary assignment is that of investigation including supervisory personnel.
2. The CID supervisor will be responsible for ensuring the ledger is maintained and completed as follows,
 - a. The ledger will contain a chronological record of all criminal, administrative, and other miscellaneous responsibilities assigned to the investigator.
 - b. Initial or follow-up assignment to any of the following criminal or administrative investigations will be recorded in the ledger:
 1. Criminal Offense
 2. Civil Offense
 3. Pre Employment Background Investigations
 4. Warrants and/or Other Summons
 5. Other Related Criminal Investigative Activities
 6. Other miscellaneous follow up investigations as required
3. The ledger will be completed according to the following caption explanations:
 - a. Case Number "P" - Primary and "A" -Assisting Investigator
 1. Record the complaint control number or unique file number assigned to the activity
 2. A notation under "P" indicates the investigator is assigned overall responsibility for the activity, i.e., coordination, investigation report submission, etc.
 3. A notation under "A" indicates the investigator performed a support function, assisting another who has the primary assignment, e.g., an

investigator assists a uniform patrol trooper with an interrogation; a Crime Scene Unit technician processes a crime scene; an investigator interrogates a suspect for another investigator, etc.

4. Differentiating between primary and assisting is a management tool used to specifically identify investigative time by individual. The categories cannot be combined to provide a total caseload picture. An "assist" is what it implies and will not be counted as a "case". If an investigator's ledger has all entries identified as "assisting" for the purpose of counting cases assigned, there are none. However, there is a record of investigative man-hours for this individual. Counting an "assist" as a case creates an inflated caseload picture.

b. Nature of Investigation

1. For investigators with the primary assignment, indicate the kind of investigation and victim / defendant / applicant, e.g., theft - Mary Doe; warrant service - name of defendant; handgun permit - name of applicant; etc.
2. For assisting investigators, in addition to the kind of investigation and victim / defendant / applicant, indicate the activity, e.g., theft- Mary Doe - questioned witness - crime scene search.
3. To aid in recording and totaling man-hours, the names of assisting investigators should be placed in this section.

- c. Date Assigned - is the date an investigation is assigned to the primary investigator. For assisting investigators, enter the date the activity occurred or a permanent assisting assignment is made. (There may be investigations where additional personnel are assigned to assist; however, there will only be one primary investigator.

- d. Initial Report Received - Date and Hours Used - record the date an initial report was submitted for initial review and the approximate investigative man-hours (nearest one-half hour) expended to submit the report. For incidents initially investigated by uniform personnel, this will reflect the date the report is received by CID. The investigative hours may be omitted. Enter "N/A" for entries for assisting investigators.

- e. Supplement Reports - Provides space to record six supplement "Due" and "Received" dates. When a supplement report is received, the supervisor will record in the Supplement Report Rec'd. block the date and the amount of time committed to that particular segment of the investigation by that investigator. If more than one investigator is working the same case, times will be broken down by investigator and entered on the individual's ledger under the particular case number indicating the appropriate status, i.e., Primary or Assisting. Investigators will record, on the last page of any reports submitted, the total man - hours expended for those activities resulting in the report. If other personnel assisted the primary investigator and their reporting requirements are being satisfied by the submission of one report, the investigator submitting the cumulative report will supply a breakdown of man - hours by individual, e.g.:

Sgt Smith - 3

Officer Brown - 3

Officer Henson – 3

Total Man-hours – 9

The reverse side of the Caseload Ledger has been designed to record those supplement reports which exceed the spaces provided on the front of the form. Entries will be cross - referenced by case number and the primary or assisting indication. Hours expended by investigators submitting reports covering their own activity will not be included in any other reports.

- f. Status - Enter the date under the proper column indicating the appropriate disposition of the investigation, i.e., suspended or closed by arrest or other means.
 - g. Reopened - When appropriate, enter the date a suspended or closed investigation is reopened. If the investigative responsibility is changed, enter the new investigator's name; if no change, enter "N/A".
 - h. Total Investigative Man - hours - The hours listed on an investigator's caseload ledger should reflect his investigative hours only. Any assisting investigators will carry their hours on their respective caseload ledger only. A supervisor wishing to calculate total man - hours on a particular case could refer to the case file or total the hours for the primary and all assisting investigators for that particular case. Time committed to a case by uniformed personnel will not be included in the primary or assisting investigator's caseload ledger.
4. The ledger provides a concise indicator identifying investigative activity associated with an individual's assigned cases. The ledger is a management tool providing an avenue for supervision to become involved with case management.